

Utah Department of Health, Bureau of Child Care Licensing
Child Care Center Annual Announced Inspection Checklist D – Staff Records

Center Name: _____ **Date:** ____/____/____ **Licensing Specialist(s):** _____

	S-	S-	S-	S-	S-	S-	S-	S-	S-	S-	S-	Level
Name												
Start Date												
Position												
Driver?												
First Aid/CPR?												
General Staff Records												Level
Does the center have the following for every staff member: D1. Cleared initial CBS/MIS form, received within 5 days, for all staff hired since last annual announced inspection? 100-9(1)(i)(iii) and 6(5)(3)												1, 2, 3
Does the center have the following records for each staff file reviewed: D2. Results of initial TB screening and any accompanying required documentation? 100-9(1)(i)(ii), 100-16(11) and 100-16(12)(a)-(c)												2, 3
D3. Record of days and hours worked for the past 5 days. 100-9(1)(i)(v)												3
D4. Documentation of first aid certification as required in 100-9(1)(i)(viii) and 100-10(2), 100-20(5)(d), and 100-21(2)?												1, 2, 3
D5. Documentation of CPR certification as required in 100-9(1)(i)(viii) and 100-10(2), 100-20(5)(d), and 100-21(2)?												1, 2, 3
D6. Current valid Utah driver's license for all drivers? 100-21(3)(a)												1, 2, 3
Orientation Training Documentation												Level
D7. Documentation of orientation training for all new caregivers, in all required topics? 100-9(1)(i)(vi) and 100-7(7)(a)-(k) (See Orientation Training Feedback Form.)												2, 3

Annual Training Documentation	S-	S-	S-	S-	S-	S-	S-	S-	S-	S-	Level
D8. Documentation of 20 hours annual training in all required topics for director and all caregivers (name of training organization, date, training topic, the total hours or minutes of training). 100-9(1)(i)(vii) and 100-7(8)(a)-(b) (See Annual Training Feedback Form.)											2, 3
D9. Does annual training include all required topics? 100-9(1)(i)(vii) and 100-7(8)(c)-(d) (See Annual Training Feedback Form.)											2, 3
D10. Does annual training documentation show at least 10 hours of face-to-face instruction? 100-9(1)(i)(vii) and 100-7(9)											2, 3

Training Hours Required for Employees Hired Part Way Through the Provider's License Year	
When Hired	Training Hours Needed at Re-licensure
1 Month before Re-licensure	1 hour & 40 minutes
2 Months before Re-licensure	3 hours & 20 minutes
3 Months before Re-licensure	5 hours
4 Months before Re-licensure	6 hours & 40 minutes
5 Months before Re-licensure	8 hours & 20 minutes
6 Months before Re-licensure	10 hours
7 Months before Re-licensure	11 hours & 40 minutes
8 Months before Re-licensure	13 hours & 20 minutes
9 Months before Re-licensure	15 hours
10 Months before Re-licensure	16 hours & 40 minutes
11 Months before Re-licensure	18 hours & 20 minutes
12 Months before Re-licensure	20 hours

<u># of Staff</u>	<u># of Records to be Reviewed</u>	<u># of Complete Records for 90% Compliance (Excluding CBS/MIS records)</u>
10 or less	10	9
11-15	11	10
16-20	16	14
21+	21	19